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MASTER RECORD/INDIVIDUAL POSITION DATA THIS SIDE TO BE COMPLETED BY THE CLASSIFIER A. KEY DATA 1. FUNCTION (1) 2. DEPT. CD/AGCY-BUR-CD. (4) 6. IP NO. (8) 3. SON (4) 4. MR. NO. (6) 5. GRADE (2) A/C/D/I/R 04 **B. MASTER RECORD** 1. PAY 3. OCC FUNC. 4. OFF. TITLE CD 5. OFF. TITLE (38) 2. OCC.SER (4) PLAN (2) CD (2) (5) WG 0002 LAB WRKR 3511 6. HQ.FLD.CD. (1) 7. SUP.CD. (1) 8. CLASS STD. CD. (1) 9. INTERDIS. CD. (1) 10. DT. CLASS (6) N=NO 2=Sup. GSSG X=New Std. Applied 8 MO DAY YEAR 6=Leader WLGEG 4=Sup. CSRA 5=Mgmt. CSRA 2=FLD Blank=NA Y=Interdis 8=All Others 02 11. EARLY RET. CD. (1) 12. INACT/ACT (1) 13. DT. ABOL. (6) 14. DT.INACT/REACT (6) 15. AGCY. USE (10) 1=Primary 3=Foreign Svc. Blank=NA МО DAY YEAR МО DAY YEAR Α I=Inactive 2=Secondary A=Active 16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) 17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) C. INDIVIDUAL POSITION 1. FLSA CD/PAY TABLE CD (1) 2. FIN. DIS. REQ. (1) 3. POS. SCHED. (1) 4. POS. SENS. (1) 5. COMP. LEV. (4) 1=Low risk/non 4=Special E=Exempt A=Sched A 0=Excepted but not 0 1N 04LW sensitive 2=Non critical sensitive N=Nonexempt B=Sched B A, B, C Ν Ν 5=Moderate risk C=Sched C sensitive 6=High risk 6. WK. TITLE CD. (4) 7. WK TITLE (38) 9. VAC. REV. CD. (1) 8. ORG. STR. CD. (18) 2nd 3rd 4th 5th 6th 7th 8th 0=Position Action B=Lower Grade D=Different title and/or No Vacancy C=Higher Grade series E=New Position/New FTE A=No Change 12. PROJ. DTY. IND. (1) 13. DUTY STATION (9) 10. TARGET GD. (2) 11. LANG. REQ. 14. BUS. CD. (4) 15. DT. LST. AUDIT (6) 16. PAS. IND. (1) 17. DATE EST. (6) (2) Blank=N/A State (2) City(4) Cnty(3) МО DAY YEAR Blank=N/A MO DAY YEAR Y=Yes 1=PAS 4 22 02 18. GD. BASIS. IND. (1) 19. DT. REQ. REC. (6) 20. NTE. DT. (6) 21. POS. ST. 4=Sup./Program МО DAY YEAR МО DAY YEAR Y=Perm 1=Rev. when vacant 2=Impact of Person 5=RGFG N=Other 6=Policy Analysis GEG 3=Sup./SGEG 22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) **Normal Act** Maintenance Review Act 1=No Action Req. 2=Minor PD Change 5=Series Change 1=Desk Audit 5=Desk Audi 9=Other 2=Sup. Audit 6=Sup. Audit 6=Pos. Upgrade 3=Paper Rev 7=Paper Rev. 3=New PD Req. 7=Pos. Downgrade 4=PME/Activity Rev. 8=Panel Rev. 4=Title Change 8=New Pos. 23. DT. EMP. ASGN. (6) 24. DT. ABOL. (6) 25. INACT/ACT (1) 26. DT. INACT/REACT (6) 27. ACCTG. STAT. (4) 28. INT. ASGN. SER. (4) 29. AGCY. USE (8) DAY YEAR MO MO DAY YFAR 1=Inact. MO DAY YFAR 2=Act. 30. CLASSIFIER'S SIGNATURE 31. DATE 32. REMARKS Standard Job #3511-04

FORM AD-332 (Revised 4/86)

A. MAJOR DUTIES

Typical, but not all-inclusive tasks, are as follows:

Decides whether items should be washed by hand or machine, the proper size of wash loads, the proper timing of wash cycles, the kind and amount of detergents to use, and the sequence of cleaning steps to be followed.

Sorts items that will be used for different purposes depending upon their condition, e.g., decides which items are suitable for tissue culture work; which may be used for less exacting purposes; which may be fire-polished and salvaged; and which are not salvageable for any purpose.

Prepares items in special ways and frequently considers the requirements of different users in regulating pressure, temperature, and time periods on sterilization equipment.

B. FACTORS

1. SKILL AND KNOWLEDGE

Applies an extensive knowledge of laboratory processing work to clean, prepare, and sterilize a wide variety of types, sizes, and shapes of glassware and related items.

Applies skill in assembling special purpose apparatus which have several parts and different assembly steps such as seitz and milipore filters, bleeding units, and continuous pipetting syringes.

Follows assembly diagrams and sketches in selecting the specified types and sizes of glassware, instruments, tubings, adapters, connectors, etc., and in arranging and connecting these parts into a composite unit. Checks each part to be sure that it is in good operating condition and replaces those parts which are defective.

(Nonexempt)

2. RESPONSIBILITY

The worker has responsibility for varying work procedures to process a wide variety of items and to consider special user needs, or in following diagrams and sketches to assemble special purpose apparatus. Receives initial oral and written instructions on the work to be done, and is expected to complete work with only occasional checks by the supervisor.

3. PHYSICAL EFFORT

The laboratory worker frequently lifts and carries objects weighing from 10 to 30 pounds, such as pans filled with glassware, and pushes and pulls carts requiring similar effort. Occasionally handles moderately heavy objects weighing up to 40 pounds such as large containers of supplies. The work requires continuous walking, standing, or sitting and considerable arm and hand movements to operate equipment and to do preparation work.

4. WORK CONDITIONS

Work areas are hot, humid, and generally noisy due to the operation of equipment such as washing machines, autoclaves, and air compressors. There is frequent chance of minor injuries such as cuts, scrapes, and burns, and the possibility of exposure to contaminated materials.

C. Other Considerations (Check if applicable)

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] Supervisory Responsibilities (EEO Statement)
] Training Activities - Career Intern, Student Career Experience Program
-] Motor Vehicle or Commercial Driver's License Required
] Pesticide Applicators License Required
] Safety/Radiological Safety Collateral Duties
] EEO Collateral Duties
] Drug Test Required
] Vaccine(s) Required
] Financial Disclosure Required
] Special Physical Requirements/Demands
-	1 Other: